

CHAPTER 5, SECTION C

ATTACHMENT 1

MONTHLY DMAG, AIR FORCE TRIAL BALANCE CHECKLIST

MONTH \_\_\_\_\_ FISCAL YEAR \_\_\_\_\_ INITIAL \_\_\_\_\_

	<u>YES</u>	<u>NO</u>
1. Has prior month checklist been reviewed and all necessary action completed?	___	___
2. Have Cash Receipts Transferred Out (60250, 60270) and Cash Disbursements (60260, 60280) been balanced to the final Air Force Cash Accountability Report?	___	___
(NOTE: if the DMAG activity has granted permission to cite DMAG funds using the other sites ADSN, then those disbursements must be included in the DMAG TB and disbursements will be out from the local H069BA by that amount.)	___	___
3. Has organic sales been checked for funding?	___	___
4. Has sales, in excess of progress payments collected against PO, been recorded as accounts receivable?	___	___
5. Are the organic material inventory balances in agreement with/reconcilable to related amounts shown on DO35K output products?	___	___
6. Have the SF Billing Support Lists - DO35J (FIABS) received during the month been paid or recorded as an accounts payable?	___	___
7. Have progress billings been reviewed to ensure they do not exceed the value of WIP?	___	___
8. Does the unearned revenue account balance to the manual ledger?	___	___
9. Does the progress billing amounts reconcile to the G072D and G004B?	___	___
10. Does account 944, Customer Orders Completed, agree with the total revenue?	___	___
11. Do the Unfilled customer orders agree with G004B and G072D?	___	___
12. Have interoffice transfer accounts, 60220 and 60120, been reviewed to ensure agreement with supporting documents?	___	___
13. Do the equipment accounts agree with G017 and subsidiary ledgers?	___	___
14. Do the facility accounts reconcile to CE reports and subsidiary ledgers?	___	___

**DFAS-DE 7040.1-M, Change 2****September 1997****MONTHLY DMAG, AIR FORCE TRIAL BALANCE CHECKLIST (Continued)**

	<u><b>YES</b></u>	<u><b>NO</b></u>
15. Have prior month accrual entries been reversed?	___	___
16. Have current month expense accrual entries been prepared and recorded?	___	___
17. Have other recurring monthly journal vouchers been prepared and recorded?	___	___
18. Do all JVs have document numbers, have proper support and have been dated and signed by the preparer and approver?	___	___
19. Have all installation level subsidiary accounts been closed into command authorized accounts for monthly reporting?	___	___
20. Have abnormal balances (either material differences from last month or EOFY, or unreasonable amounts) been investigated, and explained if correct?	___	___
21. Are all prior year adjustments adequately identified and supported by higher Headquarters approval, and footnoted?	___	___
22. Has the current month Valid Accounts List Product Listing been compared with the prior month listing to verify correctness of new entries, lines dropped, or unusual increases/decreases in account balances?	___	___
23. Have the supplementary footnote requirements of this chapter been satisfied?	___	___
24. Have labor hour systems been reconciled with payroll systems?	___	___
25. Has the contract maintenance ledgers been reconciled to the trial balance?	___	___
26. Has the ACP/CPD been reconciled to CPAS?	___	___
27. Has the UOO balances been reconciled to CPAS and H069BQ?	___	___
28. Do the accounts receivable agree with the H069BQ?	___	___
29. Do the other accounts agree with supporting documentation?	___	___
30. Do the Proof of Accounts balance?	___	___
31. List any new/material actions taken this month. _____		
_____		
_____		

Date/Time Report Transmitted \_\_\_\_\_ Notes:

Signature of Submitter/Date \_\_\_\_\_

Signature of Supervisor/Date \_\_\_\_\_

Legend	<u>Initial</u>	<u>Name</u>
	_____	_____
	_____	_____
	_____	_____
	_____	_____